

रजिस्टर्ड नं० HP/13/SML/2006.



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शुक्रवार, 8 सितम्बर, 2006 / 17 भाद्रपद, 1928

हिमाचल प्रदेश सरकार

PANCHAYATI RAJ DEPARTMENT

NOTIFICATION

Shimla, the 4th August, 2006

No. PCH-HB(15)1/06-RTL.—The Governor of Himachal Pradesh is pleased to publish the following information pertaining to the Department of Panchayati Raj, in pursuant to section-4 of the Right to Information Act, 2005.

1. *Particulars of Organization function and duties:*

FUNCTIONS :

1. Himachal Pradesh Panchayati Raj Act and Rules made there under.
2. Establishment & Constitution of Gram Panchayats, Panchayat Samiti and Zila Parishads.
3. Re-organization and bifurcation of Panchayats.
4. Control, Inspection & supervision of Panchayati Raj Institutions.
5. Scrutiny, approval of Budget and accounts and expenditure of Panchayati Raj bodies.
6. Complaints and enquiries against the office bearers of the Panchayati Raj bodies.
7. Audit of Accounts of Panchayati Raj Bodies.
8. Training of Officers/Officials of Panchayati Raj & office bearers of Panchayati Raj Institutions.
9. Publication of journals and other periodicals connected with Panchayati Raj.
10. Budget, Accounts and Establishment matters of the Department.
11. Grant-in-aid to Panchayati Raj Bodies.
12. Elections:—
 - Elections to Panchayati Raj Institutions
 - Elections to Gurudwaras (SGPC)
13. Delimitation and reservation of constituency of PRIs.
14. Delegations of power to PRIs in spirit of 73rd constitutional amendments.
15. Creation of posts, framing & Amendment in Recruitment and Promotion Rules.
16. Administrative/ Establishment matters relating to appointment, re-employment, deputation, leaves, fixation of pay-scales, stepping up, conducting of DPC, finalization of seniority lists, disciplinary proceedings and imposition of major and minor penalties against delinquent officers/officials of the Department, issuance of order under Vigilance/disciplinary cases against them, issue of sanction in which competent authority has concurred under financial delegation under HPFR 19.6.
17. Appointment of Committees, preparation of Cabinet Memorandum, filing reply to writ petition, CWP/Original Applications, Appeal against the judgments of lower Court to be filed in High Court/Supreme Courts, notice U/S/ 80 CPC, Institution/withdrawal of Civil or Criminal proceedings.
18. Preparation of annual plan and budget estimates, write of irrecoverable loans advances and loss of store, approval of work-plan, administrative approval and expenditure sanction.
19. Preparation and enforcement of Rules for engagement of contractual employees of the Panchayats at different levels.
20. Matter relating Vidhan Sabha Business and Assurances.
21. To perform the Secretariat functions of the Department.

Duties.—To perform all the functions of the Department as mentioned above.

2. *Powers and Duties of its Officers and Employees:*

1. DIRECTOR -CUM- SPECIAL SECRETARY (PANCHAYATI RAJ), I.A.S. :

Over-all administrative/financial control of the Department.

2. **JOINT DIRECTOR-CUM- JOINT SECRETARY (PANCHAYATI RAJ):**

- (i) Establishment work relating to Gazetted & non-Gazetted Officers, employees and contractual staff of the PRIs., framing and amending the Recruitment and Promotion Rules of all the categories of the Department.
- (ii) Work relating to complaints, Appeals against the office-bearers of the PRIs and all the Court cases.
- (iii) Matters relating to Cabinet.

3. **DEPUTY DIRECTOR (DEPARTMENTAL):**

- (i) Work relating to Plan/Non-Plan budget, Drawing and Disbursement work, State Finance Commission etc..
- (ii) Training to the elected representatives of the PRIs and officials of the Department and submissions of proposal and project for seeking financial assistance for the training to GOI.
- (iii) Work relating to Assembly Question and Assurances.
- (iv) Framing & amendment of Panchayati Raj Act, Rules, work relating to Devolution of powers to PRIs., meeting of Gram Sabhas and various correspondences with the GOI.
- (v) Nodal Officer of Panchayat Bhawan.
- (vi) Central and State Finance Commission.
- (vii) Re-organization/bifurcation/creation of Gram Panchayats, delimitation, reservation of Constituency of Panchayats, Panchayats/ Gurudwara Election.

4. **DEPUTY CONTROLLER (AUDIT):**

- (i) Conducting Audit of all Zila Parishads in the State, review the progress Audit and Inspection to pursue to the follow up action in the Audit and inspection notes.
- (ii) To conduct the inquiries against the delinquent office-bearers of the Institutions as entrusted by the Higher authorities from time to time.
- (iii) Ratification/advice in the service and financial matters of the officials/officers, settlement of the CAG/PAC paras besides paras of Audit of PRIs.
- (iv) Preparation of Administrative report.
- (v) Work relating to Panchayat Bhawan and its maintenance etc.
- (vi) Administrative approval to the PRIs from their fund as per the provisions of Financial rules.

3. *Procedure followed in the decision making process, including channels of supervisions and accountability.*—In the Directorate, the Director exercises the powers of the Head of Department. He is assisted by the various officers of the Directorate in taking decisions/disposing of the normal workload of the Department.

The duties to the various officers are assigned by the Director keeping in view the expertise of the officers. The files move to the Director through the concerned officer for final decision.

It is also mentioned that there is a single file system in the Department. The Director, Panchayati Raj is also Special Secretary of the Department and all the files move to the Govt. through him for taking the decisions in the various matter concerning the Department. The Joint Director of the Panchayati Raj is also a Joint Secretary.

4. *Norms set by it for the discharge of its function.*—The department follow the provisions contained in HPFR rules in all financial matters and other Government rules as adopted by the Govt. from time to time to deal with all administrative matters. In addition to this, there is H.P. Panchayati Raj Act, 1994, H.P. Panchayati Raj (General) Rules, 1997 and H.P. Panchayati Raj (Finance, Budget, Accounts, Audit, Taxation, Service & Allowances) Rule, 2002. for regulating the functioning of the PRIs.

5. *Rules, Regulations, Instruction manuals and records held by it or under its control or used by its employees for discharging its functions:*

1. H.P. Panchayati Raj Act, 1994.
2. H.P. Panchayati Raj (General) Rules, 1997.
3. H.P. Panchayati Raj (Finance, Budget, Accounts, Audit, Taxation, Service & Allowances) Rule, 2002.
4. H.P. Panchayati Raj (Election) Rules, 1994.

6. *Statement of the Categories of the documents.*—The Department has normally the following kinds of documents/files in the Directorate and its field offices:—

1. Files relating to R & P Rules, Appointment and transfer of staff, pay-fixation, promotion, Personal files.
2. Plan, Budget, Expenditure, re-conciliation of Budget, State Finance Commission, creation and continuation of posts, financial sanction, administrative approval, Audit and Inspection of Panchayati Raj Institutions, Audit of CAG/PAC paras.
3. Assembly business, Administrative reports, training of elected representatives of PRIs/ officials/Court cases/report on the finances of the Gram Panchayats, re-organization and bifurcation of the Gram Panchayats, Devolution of powers to PRIs, Cabinet Memorandum, Schemes of Contractual staff of PRIs such as Tailoring Teacher, Panchayat Sahayak, Junior Engineer, Accountant, Assistant Engineer, Personal Assistant, establishment of Gram Panchayats and Panchayat Samitis, Election of the PRIs, delimitation of constituency of Panchayats, Reservation of the seats in the PRIs, Gurudwara Election. Record and Information pertaining to PRIs.

7. *Particulars of any arrangements with public representative institutions in relation to the formulation of its policy or implementation thereof.*—Before making any new policy for the Panchayati Raj Institutions and bringing amendment in the H.P. Panchayati Raj Act/Rules made thereunder, the views of the elected representatives are normally taken through workshop/seminars etc.

Besides this, the department functions as the mediator/ facilitator between the elected representatives and the State Government and put forth their views and aspirations before the State Government for policy making and implementation thereof.

8. *Statement of the Board, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice and as to whether meeting of those boards, councils,*

committee and other bodies are open to the public or the minutes of such meetings are accessible for the public.— Not applicable.

9. *Directory of its Officers and Employees:*

1. Director-cum-Spl.Secy, IAS
2. Joint Director-cum-Joint Secretary, HAS
3. Deputy Director (Departmental)
4. Deputy Controller
5. Supdt. Gr-I
6. Pvt Secretary to HOD
7. District Panchayat Officer
8. Principal, Panchayati Raj Trg. Institute
9. Superintendent, Grade-II
10. Editor-cum-Panchayat Information Officer
11. District Audit Officer/Instructor
12. PA
13. Legal Assistant
14. Senior Assistants.
15. Senior Stenographer
16. Junior Stenographer
17. Steno-typist
18. Panchayat Inspectors
19. Panchayat Auditors
20. Sub-Inspectors
21. Clerks
22. Drivers
23. Gastatenor Operator
24. Daftari
25. Jamadar
26. Peons
27. Chowkidars
28. Cook
29. Sweeper

10. *Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.—*The officers and the employees, appointed in the Department

get the normal scales as granted by the Government from time to time. The pay-scale of all the posts are given as under:—

Sl. No.	Name of the post	Pay-scale
1.	Director-cum-Spl. Secy, IAS	14300-20100
2.	Joint Director-cum-Joint Secretary, HAS	13500-16800
3.	Deputy Director (Dept)	7880-11660
4.	Deputy Controller	7880-11660
5.	Supdt. Gr-1	7220-11660
6.	Pvt Secretary to HOD	7220-11660
7.	District Panchayat Officers	7000-10980
8.	Principals	7000-10980
9.	Superintendent, Grade-II	6400-10640
10.	Editor-cum-P IO	6400-10640
11.	D.A.O./Instructors	6400-10640
12.	PA	6400-10640
13.	Legal Assistant	6400-10640
14.	Senior Assistants	5800-9200
15.	Senior Stenographer/PA	5800-9200
16.	Junior Stenographer	4400-7000
17.	Steno-typist	3330-6200
18.	Panchayat Inspectors	5480-8925
19.	Panchayat Auditors	5000-8100
20.	Sub-Inspectors	5000-8100
21.	Clerks	3120-5160
22.	Drivers	3330-6200
23.	Gastatenor Operator	2820-4400
24.	Daftari	2820-4400
25.	Jamadar	2720-4260
26.	Peons	2520-4140
27.	Chowkidars	2520-4140
28.	Cooks	2520-4140
29.	Sweepers	2520-4140

11. *Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:—*

Sl. No.	Particulars	Plan (Rs. in lacs)	
		Budget allotted for 2005-2006	Expenditure during the year
1.	GIA for honorarium to the elected representative to PRIs	1133.723	1133.723
2.	GIA for honorarium to contractual staff appointed by PRIs and office expenses to Zila Parishad, Panchayat Samiti and Gram Panchayat.	253.097	253.097
3.	Grants under 12 th Finance Commission award to Gram Panchayats for development works	2940.00	2940.00
4.	GIA to PR/PRIs building	407.44	407.44
5.	Purchase of vehicle to Zila Parishad Kullu	3.88	3.88
6.	Loan to Gram Panchayats for creation of remunerative assets	1.00	1.00
7.	GIA for imparting training to elected representatives of PRIs	3.00	3.00
8.	Expenditure on maintenance on Panchayati Raj Bhawans	2.00	2.00
9.	GIA for oath ceremony of newly elected Pradhans of Gram Panchayats.	18.84	18.84
Total		4762.98	4762.98

The budget is allocated to the PRIs for meeting out the committed liability and developmental works. The expenditure of the Budget is made by the PRIs at their own level.

12. *The matter of execution of subsidy programmes, including the amount allocated and the detail of beneficiaries of such Programme.—NA.*

13. *Particulars of recipients of concession, permits of authorization granted by it.—NA.*

14. *Details in respect of the information available to or held by it, reduced in an electronic form.—*
The Department has its website.

15. *Particulars of facilities available to citizens for obtaining information including the working of a Library or reading room, if maintained for public use.—* All the information shall be shortly available on the website.

16. *Names, designations and other particulars of the public information Officers.—* Names, designation and other particulars of PIO, APIO, and Appellate Authority are given below:—

STATE LEVEL

Sl. No.	Name of Appellate Authority	Designation & Office address	Jurisdiction (area/subject)	e-mail (if any)	Telephone/ fax No. (Office (Resi))
1	2	3	4	5	6
1.	Sh. Deva Singh Negi,	Joint Director-cum-Joint Secretary (Panchayati Raj) Block No. 27 SDA Complex, Shimla-9.	State level	-	2623814 (O) 2627228 (R)

STATE LEVEL

Sl. No.	Name of PIO/ APIO	Designation & Office address	Jurisdiction (area/ subject)	e-mail (if any)	Telephone/ fax No. (Office (Resi))
1	2	3	4	5	6
1.	Sh. Kewal Ram Sharma, PIO.	Deputy Director (Panchayati Raj) Block No. 27 SDA Complex, Shimla-9.	State level	-	2623805 (O) 2835524 (R)
2.	Sh. J.L. Kanan, APIO.	Deputy Controller (Audit) Panchayati Raj Block No. 27 SDA Complex, Shimla-9.	State level	-	2623805 (O) Nil (R)

DISTRICT LEVEL

Sl. No.	Name of Appellate Authority/PIO/APIO	Designation & Office address	Jurisdiction (area/ subject)	e-mail (if any)	Telephone/ fax No. (Office (Resi))
1	2	3	4	5	6
1. DISTRICT SHIMLA					
1.	Sh. Joginder Sharma, (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	0177-2657028
2.	Sh. B.N.Attri (PIO)	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	0177-2657028
3.	Sh. R. L.Chauhan (APIO).	Superintendent	Official Supervision.	-	0177-2657028

1	2	3	4	5	6
2. DISTRICT SOLAN					
1.	Sh. Sampoor Singh, (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01792-223756
2.	Sh. Om Prakash (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Smt. Tulsi Devi (APIO).	Superintendent	Official Supervision	-	-do-
3. DISTRICT SIRMAUR					
1.	Sh. Mohar Singh Negi (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01702-222272
2.	Sh. Vijay Bragta (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Smt. Surendra Chauhan (APIO).	Superintendent	Official supervision.	-	-do-
4. DISTRICT KINNAUR					
1.	Sh. Satish Sharma, (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level	-	01786-222290
2.	Sh. Dharm Prakash Negi (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	01786-222290
3.	Smt. Vipasha Bhota (APIO).	Superintendent	Official supervision.	-	01786-222290
5. KULLU					
1.	Vacant (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01902-222306
2.	Sh. Prem Singh (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Smt. Vimla Devi (APIO).	Superintendent	Official supervision.	-	-do-

1	2	3	4	5	6
6. LAHUAL SAPITI					
1.	Vacant (Appellate Authority).	Distt. Panchayat officer	Supervision of PRIs up to Distt. leve.1	-	01900- 222457
2.	Sh. Ranjeet Singh (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	01900- 22457
3.	Vacant (APIO)	Superintendent	Official supervision.	-	-do-
7. MANDI					
1.	Sh. Sohan Lal Saini, (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01905- 223025
2.	Sh. Rajender Kumar (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Smt. Pano Rathore (APIO).	Superintendent	Official supervision.	-	-do-
8. HAMIRPUR					
1.	Sh. Goverdhan Chauhan (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01972-222407
2.	Sh. Satay Pal (PIO)	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Sh. Vinod Verma (APIO).	Superintendent	Official supervision.	-	-do-
9. BILASPUR					
1.	Sh. Nand Lal, (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01978-223871
2.	Sh. Sawroop Singh (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Smt. Kusam Sharma (APIO)	Superintendent	Official supervision.	-	-do-

1	2	3	4	5	6
10. KANGRA					
1.	Vacant (Appellate Authority).	Distt. Panchayat officer	Supervision of PRIs up to Distt. level.	-	01892-223209
2.	Sh. Chain Singh (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Smt. Nirmal Kumari (APIO).	Superintendent	Official supervision.	-	-do-
11. CHAMBA					
1.	Vacant (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01899-222204
2.	Sh. Uttam Singh Verma (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Smt. Shashi Bala (APIO).	Superintendent	Official supervision.	-	-do-
12. UNA					
1.	Smt. Ram Kali (Appellate Authority).	Distt. Panchayat officer.	Supervision of PRIs up to Distt. level.	-	01975-222607
2.	Sh. Ravinder Nath (PIO).	District Audit officer	Conducting of Audit of PRIs up to Distt. Level.	-	-do-
3.	Sh. H.N. Chauhan (APIO).	Superintendent	Official supervision.	-	-do-

17. Such other information as may be prescribed and thereafter update these publications every year.—NIL.

The Hon'ble Panchayati Raj Minister is the Minister-in-Charge and Secretary (Panchayati Raj) is the Head of the Department at Govt. level.

By order,

Secretary (Panchayati Raj).

